



Memorandum

To: Members of the City of Bloomington Common Council
From: Pete Giordano, Director, Community and Family Resources Department
Date: July 16, 2008

This memo accompanies the Community and Family Resources Department's 2009 budget request. This year's budget request utilizes the 'zero based budgeting' concept in an effort to submit a budget request based on a careful consideration of the funds actually needed to support departmental activities and goals outlined in the Strategic Plan for 2009. Below I provide a short overview of our program areas, reference how the CFRD budget request reflect the strategic planning process and present the highlights of our 2009 budget request.

The budget request is also developed with a view toward addressing the 4Cs as described in the Strategic Plan. Our work is focused primarily in the areas of Community Collaboration, Community Condition and Community Character. We join forces with community groups such as County government, local nonprofits, businesses and educational institutions as well as other City departments to address a broad range of issues that impact the human condition as well as enhance and celebrate what is special about Bloomington.

We achieve this by developing and maintaining relationships with key partners in the city to seek new collaborative opportunities. The department provides programs, amenities and services that result in a safe, civil and healthy community with many opportunities for civic engagement and volunteerism. By addressing community-related issues and partnering strategically with effective community organizations, CFRD is able to contribute to the City's broad-based and comprehensive effort to improve the quality of life for all residents.

Program Areas

City of Bloomington Volunteer Network - The CBNV collaborates with individuals, nonprofit organizations, and businesses, communities of faith, Indiana University and Ivy Tech State College to create a network of volunteers to address community issues, promote volunteerism and build on community assets.

Healthcare Projects - The Healthcare Projects area assesses and addresses healthcare needs in the community. The Healthcare Projects Coordinator partners with community agencies and organizations to address access to healthcare in the community, community wellness and screenings, and children's health issues.

Safe and Civil City Program - The Safe and Civil Program is an innovative program that promotes safety and civility in the Bloomington and Monroe County community. The Safe and Civil City Program collaborates with social service, community and law enforcement agencies as well as citizen groups, Indiana University and other City departments to address diversity, civic engagement and civility issues.

Special Projects/Commissions – This program provides staff support to the Council for Community Accessibility, Commission on Status of Women, Commission on the Status of Black Males and the Dr. Martin Luther King Jr. Birthday Celebration Commission. All of these commissions deal with human rights and equality issues.

Values and Goals

The CFRD budget request is grounded in the City's Strategic Plan and is intended to reflect the Values and Goals listed below:

Values

- Uncompromising customer service in the delivery of City services.
- A strong sense of community connection.
- Community diversity as a source of strength.

Service Goals

- Recognize the value of Bloomington's unique character and act to preserve, enhance, and promote it.
- Position Bloomington as a premiere destination for residents and visitors of all ages, cultures, races, and sexual orientations.
- Be a safe and civil city where residents can live with peace of mind.
- Ensure an open, approachable and interactive government where citizens are part of the decision making process.
- Inspire, equip, and mobilize people to take action through civic engagement, public involvement, and volunteerism.
- Exemplify collaboration by forging mutually productive relationships that maximize innovation, resources, talents and dollars.

Legal Budget

The 2009 CFRD Legal Budget request is outlined below. After an overview of the overall budget request and some general comments on the issues driving the needs, I highlight the line items which have increased in this year's budget request.

The total CFRD budget request for 2009 in total is \$698,453, which represents an increase of \$42,935. This increase is due largely to increases in Category 1 - Personal Services, and an increase of \$14,248 in Categories 2 and 3.

In addition to more accurately basing this year's request on actual needs for 2009, the changes being requested are being driven by two factors: the need to budget specifically for some costs that are currently unfunded and the need to provide increases in some lines to address areas in which costs have increased over the years while budget lines in many cases have remained static. In past budget years, we have needed to cover these costs in unfunded areas by moving funds from other line items resulting in a displacement effect of reducing the availability of funds for programs and events.

Line Item Increases

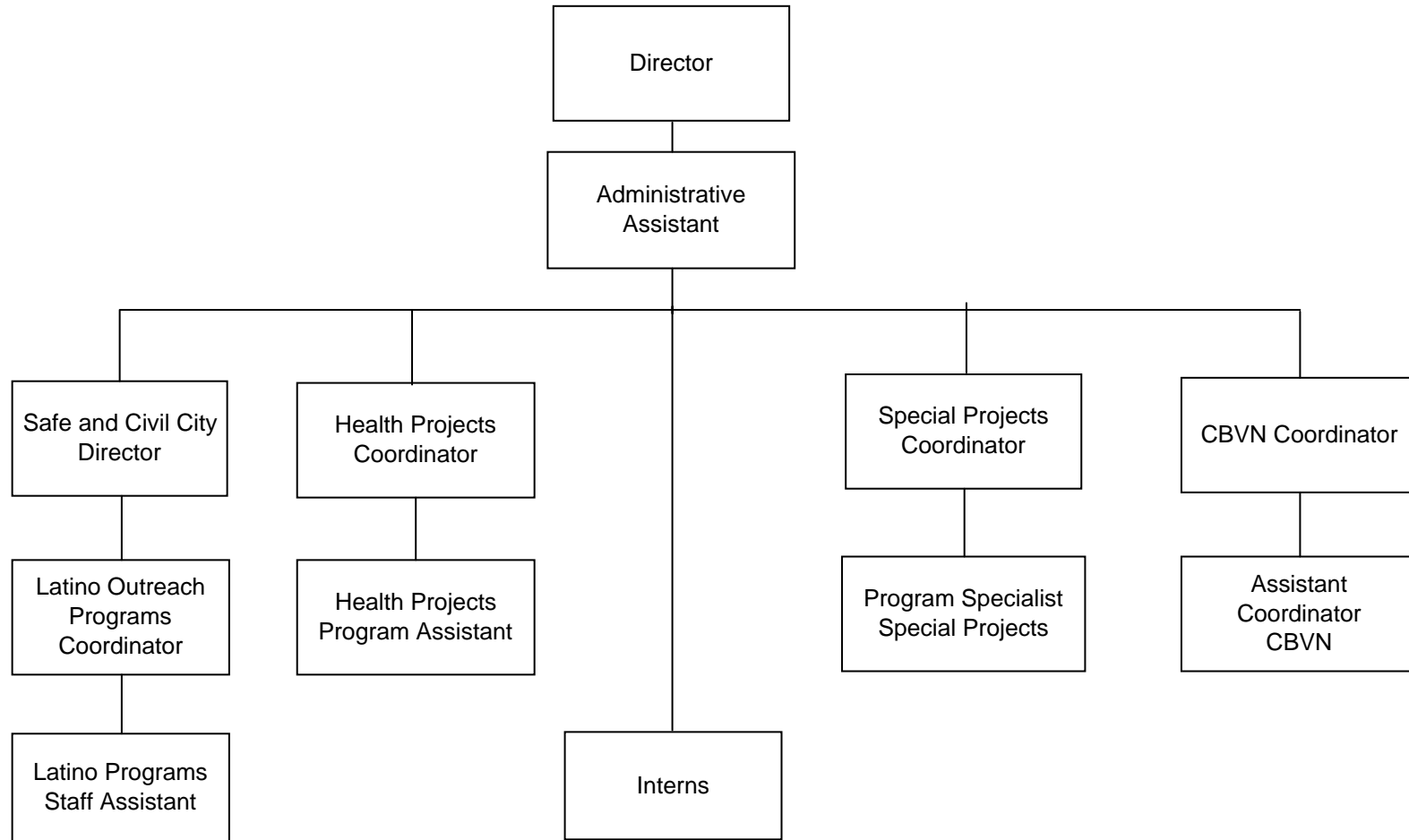
Category 2 - Supplies: This year we are requesting a total of \$11,609 in this category. Funding is requested in Office Supplies - \$3,832 and Other Supplies - \$7,777. This request is an increase of \$500 in each line to cover increased costs we have seen for items purchased out of these lines over the years.

Category 3 - Other Services and Charges: We are requesting a total of \$38,445 in Category 3, which is an increase of \$13,248. An area I'd like to mention in particular is a request of \$15,000 to support Grants activities, which is an increase of \$6,350. This will cover event-related costs of the more than 40 events we sponsor, implement or collaborate on each year and will participate in during 2009.

Closing

This budget request is designed to be reality based and frugal in requesting those funds needed to continue our service to the community and to fund new efforts for the 2009 budget year. We have utilized the 'zero based budget' concept and also formulated our budget request to reflect the strategic planning effort as well as tying our budget request to the department's work in addressing the 4Cs. I appreciate the Council's consideration of our request.

COMMUNITY & FAMILY RESOURCES



Community and Family Resources 2008 Budget vs. 2009 Budget

Budget Allocation	2008 Budget			2009 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services	619,712	0	619,712	648,399	0	648,399	28,687
200 - Supplies	10,609	0	10,609	11,609	0	11,609	1,000
300 - Other Services	25,197	31,700	56,897	38,445	31,700	70,145	13,248
400 - Capital Outlays	0	0	0	0	0	0	0
Total	655,518	31,700	687,218	698,453	31,700	730,153	42,935

Employees	2008 Budget		2009 Budget		# Change
Regular	10.00		10.00		0.00
Temporary	0.00		0.00		0.00
Total	10.00		10.00		0.00

Department: Community and Family Resources		2007	2007	2008	2009	\$	%
Fund: General (101-09-00000-5)		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES			FTE:	10.000	10.000		
11	Salaries & Wages						
1110	Salaries & Wages - Regular	432,156	414,034	453,939	476,292	22,353	4.92%
1120	Salaries & Wages - Temporary	8,500	21,529	13,000	13,000		
1130	Salaries & Wages - Overtime						
12	Employee Benefits						
1210	FICA	33,710	32,235	35,721	37,431	1,710	4.79%
1220	PERF	44,296	42,439	47,664	51,201	3,537	7.42%
1230	Health Insurance	62,980	62,980	63,610	64,250	640	1.01%
1240	Unemployment Compensation	2,463	2,463	4,368	4,635	267	6.11%
1250	New Officer Medicare						
1260	Clothing Allowance						
1270	Police PERF						
1280	Fire PERF						
13	Other Personal Services						
1310	Other Personal Services	1,580	1,580	1,410	1,590	180	12.77%
TOTAL - CATEGORY 1:		585,685	577,261	619,712	648,399	28,687	4.63%
2 SUPPLIES							
21	Office Supplies						
2110	Office Supplies	3,332	4,860	3,332	3,832	500	15.01%
22	Operating Supplies						
2210	Institutional & Medical						
2220	Agricultural Supplies						
2230	Garage & Motor Supplies						
2240	Fuel & Oil						
23	Repair & Maintenance Supplies						
2310	Building Materials & Supplies						
2320	Motor Vehicle Repair						
2330	Street, Alley & Sewer Materials						
2340	Other Repairs & Maintenance						
24	Other Supplies						
2410	Books						
2420	Other Supplies	7,277	5,702	7,277	7,777	500	6.87%
2430	Uniforms and Tools						
TOTAL - CATEGORY 2:		10,609	10,562	10,609	11,609	1,000	9.43%
3 OTHER SERVICES & CHARGES							
31	Professional Services						
3110	Engineering & Architectural						
3120	Special Legal Services						
3130	Medical						
3140	Exterminator Services						
3150	Communications Contract						
3160	Instruction				1,500	1,500	
3170	Mgt. Fees, Consultants & Workshops	2,970	2,968	2,970	2,970		
32	Communication & Transportation						
3210	Telephone	488	101	198	125	-73	(36.87%)
3220	Postage	74		74		-74	(100.00%)
3230	Travel		882		1,500	1,500	
3240	Freight/Other						
3250	Pagers						
33	Printing & Advertising						
3310	Printing	8,808	9,025	4,950	7,000	2,050	41.41%
3320	Advertising						

Department: Community and Family Resources		2007	2007	2008	2009	\$	%
Fund: General (101-09-00000-5)		Budget *	Actual	Budget **	Request	Change	Change
34 Insurance							
3410 Liability & Casualty Premiums							
3420 Worker's Comp. & Risk Admin.							
35 Utility Services							
3510 Electrical Services							
3520 Street Lights/Traffic Signals							
3530 Water & Sewer							
3540 Natural Gas							
36 Repairs & Maintenance							
3610 Building							
3620 Motor							
3630 Machinery & Equip. Repairs & Maint.							
3640 Hardware & Software Maintenance				2,500	2,500		
3650 Other Repairs & Maintenance							
37 Rentals							
3710 Land							
3720 Building							
3730 Machinery & Equipment							
3740 Hydrant Rental							
3750 Other							
38 Debt Service							
3810 Principal							
3820 Interest							
3830 Bank Charges							
3840 Lease Payments							
39 Other Services & Charges							
3910 Dues & Subscriptions	248	560	248	600	352	141.94%	
3920 Laundry & Other Sanitation Serv.							
3940 Temporary Contractual Employment	2,500	3,974	2,500	3,750	1,250	50.00%	
3950 Landfill Fees							
3960 Grants	8,000	3,300	8,650	15,000	6,350	73.41%	
3970 Mayor's Promotion of Business							
3980 Community Access TV/Radio							
3990 Other Services and Charges	3,107	4,824	3,107	3,500	393	12.65%	
3991 3991 Crime Control							
TOTAL - CATEGORY 3:		26,195	25,634	25,197	38,445	13,248	52.58%
4 CAPITAL OUTLAYS							
41 Land							
4110 Land Purchase							
42 Buildings							
4210 Building Purchase							
43 Improvements Other Than Building							
4310 Improvements Other Than Bldg.							
44 Machinery & Equipment							
4410 Lease-purchase							
4420 Purchase of Equipment							
4430 Furniture & Fixtures							
4440 Motor Equipment							
4450 Equipment - ITS Capital Replacement							
45 Other Capital Outlays							
4510 Other Capital Outlays							
TOTAL - CATEGORY 4:							
TOTAL - ALL CATEGORIES:		622,489	613,456	655,518	698,453	42,935	6.55%